

Frequently Asked Questions About Pandemic Preparedness Regional Planning

April 28, 2006

What materials need to be submitted in order for the state to enter into an agreement with the designated regional fiscal agent?

Once the regional fiscal agent and point of contact have been determined they must work with a core group of local partners to submit four specific documents that are available on the [DHHS pandemic website](#). These are:

- § An Initial Planning Proposal which will provide a broad outline of the work plan and timeline the region is proposing; a list of priority partners; the plan for completing the MOU signature process; and what technical assistance needs are foreseen at this time.
- § A Budget Justification and Budget Form that describes how funds will be used as determined by the regional planning partners. Requests to revise the initial budget will be allowed during the six-month project period, pending review and approval by state agency staff.
- § The Memorandum of Understanding (MOU) signed by municipal officials and the fiscal agent. The DHHS and Department of Safety (DOS) will also sign the MOU once it is returned by the fiscal agent.

Can the fiscal agent have each municipality sign a different copy of the MOU or do all the signatures need to be on a single copy of the MOU?

In order to expedite the signature process, the fiscal agent can have each municipality sign a separate copy. The fiscal agent will then submit a copy of each signature page along with one copy of the text of the MOU to DHHS.

What is the process at the state level to review and approve the Initial Proposal and budget?

State agency staff will conduct an initial review and make a recommendation to the Pandemic Preparedness Coordinating Committee (PPCC). The PPCC will be given copies of the Initial Proposal and budget to review. The PPCC will then vote on whether to approve each regional plan and budget.

What is an All Hazards Region (AHR)?

In order to increase clarity, the DHHS and DOS have decided to use the term All Hazard Region instead of All Hazard Site (AHS) when referring to geographic regions that will receive funding. The term Point of Distribution (POD) will be used when referring to the physical sites that will be operationalized to distribute medications or provide vaccination.